

APPROVED

September 6, 2005

Michigan State Administrative Board

Lansing, Michigan

August 16, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, August 16, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Julie Croll, Deputy Treasurer, representing Jay B. Rising, State Treasurer
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Executive Director of School Finance and School Law, representing Michael Flanagan, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Suzanne Olivier, Jan Winters, Mike Winters, Department of Civil Service; Kristi Broessel, Department of Community Health; Sergio Paneque, Executive Office; Doug Couto, Diana Quintero, Michael Scieszka, Department of Information Technology; Terri Fitzpatrick, Laura Hischke, Elise Lancaster, Janet Rouse, Department of Management and Budget; Chad M. Canfield, Department of State Police; Pam Lavender, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meeting of August 2, 2005. The motion was supported by Mr. Hank and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

Correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending June 30, 2005 and a report of investment transactions for the quarter ending June 30, 2005, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF COMMUNITY HEALTH,
Chronic Disease and Injury Control, Tobacco Section, 8/16/2005
Office of Public Health Preparedness, 8/16/2005

DEPARTMENT OF TREASURY,
Administrative Services Bureau - Director, 8/16/2005
Office of Policy Communication and Disclosure, 8/16/2005
Purchasing, 8/16/2005
Tax Compliance Bureau, Discovery and Tax Enforcement Division,
8/16/2005

LEGISLATIVE COUNCIL, Michigan Trial Court Assessment Commission
(obsolete), 8/16/2005

Mr. Pavona moved to approve the Retention and Disposal Schedules. The motion was supported by Ms. Croll and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Reports for the regular meeting of August 9, 2005, and the special meeting of August 16, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. Croll moved that the Finance and Claims Committee Reports covering the regular meeting held August 9, 2005, and the special meeting of August 16, 2005, be approved and adopted. Mr. Hank supported the motion and it was unanimously approved.

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Ms. Croll presented the Building Committee Report for the regular meeting of August 10, 2005. After review of the forgoing Building Committee Report, Ms. Croll moved that the Building Committee Report covering the regular meeting held August 10, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of August 10, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held August 10, 2005, be approved and adopted with the withdrawal of Item 49 of the regular agenda at the State Administrative Board held August 16, 2005. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Ms. Croll moved the meeting be adjourned. The motion was supported by Mr. Pavona and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON